

**OBSERVATION REPORT NO. 1**

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Project: **Woburn Fire Headquarters**

Date: 14 May 2021

Location: City Hall Conference Room

Attendees: City of Woburn

Scott Galvin, Mayor  
Orazio DeLuca, Purchasing  
David Mastronardi, IT  
Lenny Burnham, DPW

Building Department

Tom Quinn, Jr., Commissioner  
Brian Gingras, Inspector

Municipal Building Consultants (MBC)

Pat Saitta  
Dick Murphy

DiNisco Design (DD)

Rick Rice  
Anne Davis Woodacre

G&R Construction (G&R)

Bob Morel  
Dan Aylward  
Ian McCallion  
Dave Bacchiocchi

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**Action      Date**

**A. SAFETY AND SECURITY**

G&R	05/14/21	A01.	Pest and Rodent Control plan to be submitted.
---	05/14/21	A02.	Trucking Route: Truck access to the site shall be as diagramed. No construction vehicle traffic allowed on Wyman. Record Item.
---	05/14/21	A02.1	No construction vehicles queuing will be allowed on public ways. It was noted that the Showcase parking lot has been used for construction delivery queuing in the past. G&R was cautioned to queue trucks in the Showcase lot away from the residences. Record Item.
DOT	05/14/21	A02.2	Site Access / State Highway Permit. DPW has applied for the required permits from DOT. Until DOT issues the permit, G&R may use existing curb cut that is in the state highway ROW as long as it isn't modified. G&R may also implement the second access point to the south without DOT approval, because it is not in the DOT ROW.



- 05/14/21 A03. Barriers / Fencing / Gates: Site fences are in place. G&R to be provided a copy of the key to site fences. Site is currently stable with erosion control measures having been installed by ESP contractor.
- 05/14/21 A05.1 Movable fencing shall be retained by City upon project completion; G&R to deliver to location. Record Item.
- 05/14/21 A06. No on-site smoking (City-owned site). Record Item.
- 05/14/21 A07. Work Hours: 7:00 AM - 5:00 PM M-F (Sat. 9:00 AM - 5:00 PM if approved). Equipment shall not be started or delivered to site prior to 7:00 AM. Record Item.
- 05/14/21 A08. Dust and mud control off site is a critical concern to the City. It was noted that during the Early Site Contract, the neighbors were sensitive to the airborne dust. Record Item.
- 05/14/21 A09. Coordinate work in streets with DPW and Police. Police details are paid by City. Record Item.
- 05/14/21 A09.1 DOT traffic mitigation requirements for work in Main Street / Rt 38, as specified. Record Item.
- 05/14/21 A10. On-street parking not allowed. Record Item.
- 05/14/21 A11. OSHA (ten hours) training required for workers. Record Item.
- 05/14/21 A12. COVID precautions. It was discussed and agreed that it is desirable to have "face to face" construction job meetings while keeping with COVID recommendations. Record Item.

A13.

## **B. OWNER ISSUES**

- 05/14/21 B01. Contract Provisions were reviewed as follows: (Record Item)
- 05/14/21 B01.1 Substantial Completion 30 June 2022. Record Item.
- 05/14/21 B01.2 Liquidated damages \$1,000 per day. Record Item.
- Woburn 05/14/21 B01.3 Owner supplying Builder's Risk Insurance.
- G&R 05/14/21 B01.4 Project Superintendent resume to be submitted.
- Woburn 05/14/21 B01.5 Executed contract status: G&R transmitted at the meeting the signed documents, bonds, etc. to the City for execution. The City will forward a signed copy to G&R, MBC and DiNisco.

---	05/14/21	B01.6	Notice to Proceed: It was agreed that the Notice to proceed date will be 06/01/21, which coincides with G&R's on-site mobilization. Record Item.
DiNisco	05/14/21	B01.7	HVAC and Electrical Re-bids: The HVAC re-bids were received on 5/12 and the Electrical work is expected to be re-bid on 05/19. A change order will be issued to G&R for the difference in those sub-bids.
---	05/14/21	B02.	Work under separate contracts will consist of:
DiNisco	05/14/21	B02.1	FF&E including Communications and Technology.
DiNisco	05/14/21	B02.2	Radio Tower (foundation by G&R). DiNisco noted that it is anticipated that the tower will be put out to bid with ITC Contractors in a couple weeks.
Woburn	05/14/21	B02.3	Traffic signal work will be bid by the City.
Woburn	05/14/21	B02.4	City will mill and pave Main Street after utility work is done.
---	05/14/21	B03.	Owner's Representative / Project Manager is Municipal Building Consultants. Record Item.
---	05/14/21	B03.1	OPM Responsibilities: Pat Saitta reviewed MBC's responsibilities (memo attached). Record Item.
---	05/14/21 05/18/21	B04.	Sales Tax Exemption: G&R to obtain tax exempt documentation through City's procurement office. [Postscript: Information sent 05/18/21.] Record Item.
G&R	05/14/21	B05.	Project Sign: Maintain existing sign. G&R to be added.
		B06.	

### C. PERMITS & INSPECTIONS

---	05/14/21	C01.	Building Inspections: Tom Quinn reviewed procedures, noting inspectors schedule inspections for Monday through Thursday, and that trade subs should give inspectors at least 24 hours notice before required inspections. Record Item.
---	05/14/21	C01.1	Conformed Drawings: DiNisco will provide the building department with a set of conformed drawings for the permit. Conformed drawings will be available to all team members EOD 05/14/21. [Postscript: DiNisco distributed the link to the conformed drawings and specifications on 05/14/21.] Record Item.

G&R	05/14/21	C01.2	Permit Application Status Report: G&R gave permit information to Building Department at meeting. [Postscript: G&R still to provide workman's comp information.]
G&R	05/14/21	C01.3	Emergency Contacts: G&R to forward emergency contact information.
---	05/14/21	C01.4	Reports: Tom Quinn requested periodic reports, etc. to be sent electronically. Record Item.
---	05/14/21	C02.	Coordination with City Officials: MBC noted that the City departments have all been very cooperative and G&R should not be hesitant to reach out when needed. Record Item.
---	05/14/21	C03.	UTS is performing Owner's Construction Control Testing (soils, concrete, steel, etc.). Tom Quinn requested that UTS send the inspection team (TQ, BG, PD'A) reports electronically as they did for the ESP. Record Item.

C04.

**D. CONSTRUCTION SCHEDULE**

G&R	05/14/21	D01.	Start-up / Mobilization: G&R expects to have their and the OPM's trailers on site 06/01/21.
G&R	05/14/21	D02.	Progress Schedule (Bar Chart - 15 days NTP; CPM within 90 days).
G&R	05/14/21	D03.	Schedule of Values and Cash Flow: MBC requested the cash flow ASAP - required 10 days before first Application for Payment.
G&R	05/14/21	D04.	Overall Schedule: G&R will provide a thumbnail overall schedule before the next job meeting. G&R reported that at this time, bar joists are projected for delivery in November, which is two months later than necessary to meet the 30 June 2022 substantial completion date. G&R advised that they are looking into signing many suppliers now, and have incentivized delivering steel/bar joists ahead of November. However, G&R has been informed that there may be little the steel fabricators can do about the joist manufacturers' lead time. G&R will monitor the situation and will discuss with the group at the next meeting.

D05.

**E. SUBMITTAL SCHEDULE**

---	05/14/21	E01.	Shop drawing submittal schedule to be submitted by G&R within 15 days of NTP. Record Item.
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- 05/14/21 E02. No shop drawing shall be recognized unless it has the review stamp of the General Contractor and a transmittal from the General Contractor. The Architect will make every effort to review and act upon shop drawings promptly. Record Item.
- 05/14/21 E02.1 FBRA requests a paper copy of steel shop drawings for reference. Record Item.
- 05/14/21 E02.2 VAV requests that complete systems be packaged as one submittal to expedite the review process. Submittal shall be prioritized, and ATC submittals should follow all equipment submittals for coordination. Record Item.
- 05/14/21 E02.3 TEC requests that individual systems be submitted as separate submittals (FA, security, etc.) to expedite the review process. Record Item.
- 05/14/21 E03. Record Drawings: During the progress of the work, the General Contractor shall keep on file at all times two (2) complete and separate sets of black line prints of Contract Drawings and Specifications furnished by the Owner. On one set of which shall be accurately and promptly noted, as the work progresses, all revisions to plumbing, fire protection, piped site utilities, heating, ventilating and air conditioning, and electrical work, wherever the work was installed other than as shown on the Contract Drawings or as described in the Specifications. The General Contractor shall be responsible for assuring that the various revisions are delineated by the specific trade involved. Record Item.
- 05/14/21 E04. At the completion of the work, the General Contractor shall submit to the Architect for approval the black line prints mentioned above. Upon receipt of approval, the General Contractor shall transfer the as-built information on the before-mentioned prints onto CAD files provided by DiNisco. Record Item.
- G&R 05/14/21 E05. DiNisco will send G&R release for use of drawing files for submissions. [Postscript-05/14/21: DiNisco forwarded release to G&R to sign and return.]

E06.

## **F. SUBMITTALS**

- 05/14/21 F01. All shop drawings and samples shall be submitted to DiNisco Design, Inc. to the attention of Rick Rice and Anne Woodacre. Record Item.
- 05/14/21 F02. Approved samples will be given to DiNisco / OPM for on site storage. Record Item.

- 05/14/21 F03. Operation and Maintenance Manuals: At least two (2) months prior to the time of turning over to the Owner for use and occupancy or substantial completion, the General Contractor shall secure and deliver to the operating agency via the Architect three (3) complete indexed files containing approved operating and maintenance manuals, shop drawings, training for the Owner personnel and other data as follows: Record Item.
- 05/14/21 F03.1 Operating manuals and operating instruction for the various systems. Record Item.
- 05/14/21 F03.2 Catalog data sheets for each item of mechanical or electrical equipment actually installed including performance curves, rating data and parts list. Record Item.
- 05/14/21 F03.3 Catalog sheets, maintenance manuals and approved shop drawings of all mechanical or electrical equipment controls and fixtures with all details clearly indicated, including size of lamps. Record Item.
- 05/14/21 F03.4 Names, addresses and telephone numbers of repair and service companies for each of the major systems installed under this contract. Record Item.
- 05/14/21 F04. Non-availability of operating and maintenance manuals or inaccuracies therein may be ground for cancellation and postponement of any scheduled final inspection by the Architect until such time as the discrepancy has been corrected and/or retainage of sufficient moneys to prepare same. Record Item.
- 05/14/21 F05. Electronic Document Procedures: Record Item.
- 05/14/21 F05.1 All documents including, but not limited to, shop drawings and product data submittals, RFI's, FO's, PR's, COR's reports and other CA forms shall be transmitted to the Architect and Owner's Project Manager in electronic (PDF) format using a website service designed specifically for transmitting submittals between construction team members. Record Item.
- DiNisco 05/14/21 F05.1.01 Submittal Exchange: G&R advised that Submittal Exchange will be used for electronic document transfer. DiNisco will provide G&R with consultant distribution list for submittals, etc.
- 05/14/21 F05.1.02 The intent of electronic submittals is to expedite the construction process by reducing paperwork, improving information flow, and decreasing turnaround time. Record Item.

- 05/14/21 F05.1.03 One paper copy of an approved submittal shall be provided by G&R to the OPM Field Representative prior to start of work. Record Item.
- 05/14/21 F06. Procedures for Documents and Submittals: Record Item.
- 05/14/21 F06.1 The Contractor shall review and apply electronic stamp certifying that the submittal complies with the requirements of the Contract Documents, including verification of manufacturer / product. Record Item.
- 05/14/21 F06.2 Architect / Engineer comments will be made available on the web for downloading. The Contractor will receive email notice of completed review. Record Item.
- 05/14/21 F06.3 Distribution of reviewed submittals to subcontractors and suppliers is the responsibility of the Contractor. Record Item.
- 05/14/21 F06.4 Submit paper copies of reviewed submittals or documents at project closeout for record purposes in accordance with SECTION 017700-PROJECT CLOSEOUT. Record Item.
- G&R 05/14/21 F08. Weather Protection / Temporary Heating Plan to be submitted within 30 days of NTP.
- G&R 05/14/21 F09. Construction Waste Management Plan to be submitted within 21 days of NTP.
- G&R 05/14/21 F10. Construction Indoor IAQ Plan to be submitted within 21 days of NTP.
- 05/14/21 F11. Substitutions: Refer to SECTION 012500-SUBSTITUTION PROCEDURES. The Contractor must fill out the Substitution Request form in the Project Manual and include the Form at the time of the product substitution submission. Record Item.
- 05/14/21 F12. Mock-ups (SECTION 014339). Record Item.
- 05/14/21 F12.1 Sample panels will be subject to field testing of windows. UTS will be doing window testing for Owner. Record Item.

F13.

#### **G. COORDINATION DRAWINGS**

- 05/14/21 G01. Prior to the installation of utilities and electrical systems, the General Contractor shall coordinate the preparation and distribution of coordination drawings as follows: Record Item.

---	05/14/21	G01.1	The HVAC subcontractor shall prepare reproducible drawings showing HVAC ductwork, piping and equipment with respect to existing and new structure, ceiling heights, etc. as well as the location of major items of plumbing, electrical and fire protection equipment. Record Item.
---	05/14/21	G01.2	The General Contractor shall route the reproducible drawings to the plumbing, fire protection and electrical Subcontractors, who will add the work of their respective trades. The General Contractor shall add any items of work by other sections that must be coordinated with the mechanical and electrical work. Record Item.
---	05/14/21	G01.3	The General Contractor shall coordinate with the respective subcontractors the location, elevation and routing of all piping, conduits and equipment within ceiling and chase construction, and in mechanical rooms.
---	05/14/21	G01.4	Note that electronic files shall be obtained from the engineers for the purpose of preparing record drawings (refer to SECTION 017000-PROJECT CLOSEOUT) and these electronic files may be used for the preparation of the coordination drawings. Record Item.
---	05/14/21	G02.	Coordination drawings shall be submitted electronically to the Architect for review by design team. Areas of unresolved conflict shall be highlighted. Record Item.
---	05/14/21	G03.	Uncoordinated plumbing, fire protection, HVAC and electrical items that interfere with the work of other trades, structure, hung ceilings and other finished construction shall be relocated at no cost to the Owner. Record Item.
---	05/14/21	G04.	Refer to SECTION 210001-FIRE PROTECTION, SECTION 220001-PLUMBING, SECTION 230001-HVAC and SECTION 260001-ELECTRICAL for additional coordination requirements. Record Item.
---	05/14/21	G05.	<b>DiNisco proposed that it is the intent of the Contract Documents that piping and conduit be concealed within walls, including concrete masonry unit walls, and not surface mounted. Record Item.</b>
		G06.	



**H. PAYROLL REPORTS**

- 05/14/21 H01. Certified payroll records shall be emailed to City Purchasing Officer on a weekly basis by each subcontractor. If off site, submit records stating "No Work". Reports may lag two weeks behind requisition date and be considered up to date. Record Item.
- 05/14/21 H01.1 MBC will periodically confirm that payroll records are up to date and will inform G&R of any missing reports. It is not MBC's role to review the submitted reports for accuracy. Record Item.

H02.

**I. REQUISITIONS**

- 05/14/21 I01. Application for Payment Procedures: It was agreed that payment period ends last day of the month. Pencil Req will be submitted at minimum one week prior and shall be emailed to DiNisco, MBC field and MBC main office. Record Item.
- 05/14/21 I02. The Contractor may project work through the end of the month on the pencil draft. The work shall be completed prior to the Architect signing the final copy. Record Item.
- 05/14/21 I03. The Architect must receive three (3) notarized copies of the requisition. Record Item.
- 05/14/21 I04. The Architect will forward to the Owner all copies for approval. MBC advised that the City processes payments promptly upon receipt. Record Item.
- 05/14/21 I05. Any material stored off-site must be in a bonded warehouse and an insurance certificate is required before payment will be authorized. Proof of such must be attached to the requisition with the beneficiary of the certificate being the Owner. Record Item.
- 05/14/21 I05.1 Off-site stored material must be scheduled to be installed within thirty (30) days. Payment for materials stored off site will be limited to job specific and fabricated materials, and not commodities. Record Item.
- 05/14/21 I05.2 The bonded warehouse shall be within fifty (50) miles of the job site and within the Commonwealth of Massachusetts, if possible. Record Item.
- 05/14/21 I05.3 On-site material shall be inventoried based upon quantities for the Owner's Representative' confirmation. Record Item.

G&R	05/14/21	I06.	Schedule of Values shall be submitted ASAP for the Architect's and consultants' review and approval.
---	05/14/21	I06.1	The schedule of values must be approved prior to being paid any moneys.
---	05/14/21	I06.2	Schedule of Values shall include line items for close out documents and training.
G&R	05/14/21	I07.	MBC requested that G&R submit a cash flow projection for the entire project as soon as possible.
---	05/14/21	I07.1	This cash flow projection shall be periodically updated during the duration of the job. Record Item.

I08.

#### **J. CHANGE ORDERS**

---	05/14/21	J01.	Change Orders: A Change Order (CO) will reflect Construction Change Directives (CCD's) previously issued which affect cost or time. A signed Change Order by all parties is required to enter additional costs on a Certificate of Payment. Record Item.
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J02.

#### **K. CONSTRUCTION CHANGE DIRECTIVES (CCD)**

---	05/14/21	K01.	Construction Change Directives (CCD): The Architect shall direct the Contractor to alter construction which will affect time and/or cost by the issuance of a CCD. This document will facilitate the work and is a binding agreement between the Owner and Contractor. If the Contractor proceeds with work before the issuing of a work order and does not notify the Architect of additional time or cost, no adjustment will be made to the contract. Record Item.
---	05/14/21	K01.1	CCD's will be incorporated into Change Orders for signature by the Owner. Record Item.
---	05/14/21	K01.2	The Architect may issue a Work Order if an item arises during construction that needs an immediate response. Record Item.
---	05/14/21	K01.3	Discretionary proposals for changes to the project will be reviewed with the Owner for their approval. MBC confirmed that should G&R receive a CCD from the Architect, they are authorized to do the work. Record Item.

K02.

**L. FIELD ORDERS**

- 05/14/21 L01. Field Orders: The Architect shall direct the Contractor to alter the construction without affecting time or cost by use of Field Order and accompanying attachments. The Contractor shall only process changes with authorization of this document. If the Contractor proceeds with the work before or after the issuing of a field order and does not notify the Architect of cost and/or time impact, no adjustment will be made to the contract. Record Item.

L02.

**M. PROPOSAL REQUESTS**

- 05/14/21 M01. Proposal Requests (PR): The Architect shall issue to the Contractor a Proposal Request to alter the contract for time and/or cost. This proposal shall be reviewed by the Architect and Owner. The Contractor may also initiate Change Order Requests (COR). Costs shall be thoroughly broken down so that evaluation can be made. Record Item.

- 05/14/21 M01.1 COR's and PR's shall be distributed via web with emailed copy to MBC office and Field Rep. Record Item.

M02.

**O. REQUEST FOR INFORMATION**

- 05/14/21 O01. The Contractor may submit requests for information to the Architect to help facilitate the Contractor's performance of the Contract. Prior to submitting each request for information, the Contractor shall first carefully study and compare the Contract Documents, field conditions, other Owner provided information, Contractor prepared Coordination Drawings, and prior Project correspondence and documentation to determine that the information to be requested is not reasonably obtainable from such sources. Record Item.

- 05/14/21 O02. Each request for information shall be submitted to the Architect, in writing, on such form and with such accompanying information as the Architect may require for such purpose. Each request for information shall identify the specific sources that were reviewed by the Contractor in its efforts to determine that information requested, and a statement to the effect that the information being requested could not be determined from such sources. Record Item.

- 05/14/21 O02.1 RFI's shall be distributed via Submittal Exchange, with copy "In" and "Out" emailed to MBC Field Rep. Record Item.

- 05/14/21 O03. The Contractor shall submit each request for information sufficiently in advance of the date by which such information is required in order to allow the Architect sufficient time, in the Architect's professional judgment, to permit adequate review and response and to permit Contractor compliance with the latest construction schedule. Record Item.
- 05/14/21 O04. The Contractor shall maintain a log at the Project site that sequentially numbers and lists each request for information. This log shall also contain the Drawing(s) reference and Specification section to which the request pertains, the date of the request, to whom the request was made, by whom the request was made, the nature of the request, and the Architect's resolution of requests for information shall be made part of the minutes of such meetings. Record Item.
- 05/14/21 O05. The Architect may return to the Contractor any request for information that does not meet the above criteria with that request's deficiencies noted instead of providing a detailed response. Record Item.
- 05/14/21 O06. Contract scope will not be modified by RFI (Field Order, Proposal Request or CCD will be issued). Record Item.

O07.

#### **P. DEMOLITION**

P01.

#### **Q. SITE WORK**

- 05/14/21 Q01. Site Demolition and Removal Operations: Dispose of materials legally off site. Record Item.
- 05/14/21 Q01.1 Blasting Survey (if necessary): To be submitted by G&R to WFD and coordinated with the City. In response to G&R's question, it was noted that the ESP Contractor drilled and mechanically removed the rock materials.
- 05/14/21 Q01.2 Electrical Service: DiNisco noted that the ESP removed rock for the primary electrical service as located by the electrical site plan in the south driveway.
- 05/14/21 Q02. Protect existing trees designated to remain. Record Item.
- 05/14/21 Q03. Clearing and Grubbing Operations: Some clearing and removal required at north of site. It was noted that it is intended that as much of the seeded slopes to the east and south remain as-is. Record Item.

- G&R 05/14/21 Q04. Temporary Offices: G&R will be moving offices to the site on or about 01 June.
- 05/14/21 Q05. Protection of all existing utilities, structures, plants and materials to remain. Record Item.
- 05/14/21 Q06. Construct and maintain siltation control fencing as required. Record Item.
- 05/14/21 Q06.1 G&R's responsibility to maintain existing erosion controls and gencing commences upon receipt of executed contract. Record Item.
- G&R 05/14/21 Q07. G&R will coordinate the road work with the DPW (DOT).
- G&R 05/14/21 Q08. Foundation As-Built Survey: Tom Quinn informed G&R that they are to submit an as-built survey locating the buildings and tower foundation upon completion of the foundation work.
- G&R 05/14/21 Q09. Water Service: Establishing a temporary water service was briefly discussed. DPW noted that the nearest hydrant is across the street, and running a service from the hydrant in a trench will trigger DOT approval. G&R to coordinate temporary water with DPW.

Q10.

## **R. ARCHITECTURAL**

R01.

## **S. STRUCTURAL**

S01.

## **T. FIRE PROTECTION**

- 05/14/21 T01. Approved shop drawing layout shall be submitted by subcontractor to Fire Department following review by designer. Record Item.

T02.

## **U. PLUMBING**

U01.

## **V. HVAC**

V01.

## **W. ELECTRICAL**

W01.

**X. HAZARDOUS MATERIALS**

X01.

**Y. MISCELLANEOUS**

---	05/14/21	Y01.	Duties and responsibilities of all parties involved were reviewed. Record Item.
---	05/14/21	Y02.	The Architect's consultants are: Record Item.
---	05/14/21	Y02.1	Geotechnical: GZA - Mary Hall, Heather Audet. Record Item.
---	05/14/21	Y02.2	Civil: Horsley Witten - Janet Bernardo. Record Item.
---	05/14/21	Y02.3	Landscape: Brown Sardina - Bill Brown, Joe Strayer. Record Item.
---	05/14/21	Y02.4	Structural: Foley, Buhl, Roberts & Associates - Jon Buhl, Steve Belanger. Record Item.
---	05/14/21	Y02.5	Fire Protection and Plumbing: VAV - Frank Stramaglia. Record Item.
---	05/14/21	Y02.6	HVAC: VAV - Semoon Oh, Jared Humphreys. Record Item.
---	05/14/21	Y02.8	Electrical: Thompson Engineering - Kevin Murphy, Eric Ganz. Record Item.
---	05/14/21	Y03.	General Contractor: G&R Construction. Record Item.
---	05/14/21	Y03.1	Project Executive: Bob Morel. Record Item.
---	05/14/21	Y03.2	Project Manager: Ian McCallion. Record Item.
---	05/14/21	Y03.3	Project Superintendent: David Bacchiocchi. Record Item.
---	05/14/21	Y03.4	Operations Manager: Dan Aylward. Record Item.
---	05/14/21	Y04.	OPM: Municipal Building Consultants (MBC). Record Item.
---	05/14/21	Y04.1	Project Manager: Patrick Saitta. Record Item.
---	05/14/21	Y04.2	On-Site Representative: Dick Murphy. Record Item.
---	05/14/21	Y05.	The Owner is the City of Woburn, Mayor Scott Galvin. Record Item.

G&R	05/14/21	Y06.	The GC shall provide a list of all subcontractors.
G&R	05/14/21	Y06.1	This list shall include emergency telephone numbers in addition to complete mailing addresses, business telephone, email addresses and fax numbers.
---	05/14/21	Y07.	Channels of Communications: Record Item.
---	05/14/21	Y07.1	All correspondence between the Contractor and Owner shall be through the Architect's office. Record Item.
---	05/14/21	Y07.2	Any correspondence requiring consultation between the Contractor and the Architect's consultants shall be directed through the Architect's office. Record Item.
---	05/14/21	Y07.3	The Architect shall forward all directives to subcontractors through the General Contractor. Record Item.
---	05/14/21	Y07.4	The General Contractor shall not receive directives from any employee of the City or Owner. Any binding directive shall be through the Architect only. Record Item.
---	05/14/21	Y07.5	Use of e-mail encouraged. Rick Rice and Anne Woodacre shall be copied on all correspondence. Record Item.
---	05/14/21	Y08.	Meeting reports will be written by DiNisco and distributed via email to the following: -Owner/City Department -Contractor -Architect -Consultants (It is the responsibility of the Contractor to provide copies to the subcontractors.) Record Item.
---	05/14/21	Y08.1	Meeting reports will be uploaded to website by DiNisco prior to the next job meeting. Record Item.
---	05/14/21	Y08.2	Corrections to report items, if necessary, will be made on the next report. Record Item.
---	05/14/21	Y09.	General correspondence shall be copied to the Owner. Record Item.
---	05/14/21	Y09.1	Email is encouraged. Faxes shall be followed up with mailed correspondence. Record Item.

--- 05/14/21 Y10. All meetings shall be attended, at a minimum, by the Architect, OPM and GC(Project Manager and Superintendent). Subcontractors and consultants shall attend as required. Record Item.

G&R 05/14/21 Y11. The Contractor shall submit qualifications of proposed surveyor and field structural welders.

--- 05/14/21 Y12. Job Meetings: It was agreed that job meetings will take place weekly at 1:00 PM on Wednesdays. Record Item.

--- 05/14/21 Y12.1 The next job meeting will be 05/26/21. The 05/26/21 and the 06/02/21 meetings will be held in the Engineering Conference Room in City Hall.

Y13.

### **Z. LEED-S**

--- 05/14/21 Z01. Project is not LEED, however specified sustainability requirements shall be met. Record Item.

Z02.

### **ZA. COMMISSIONING**

Subs 05/14/21 ZA01. Work of the required SECTIONS requiring Commissioning shall include a separate line item value for this work on the Schedule of Values.

--- 05/14/21 ZA02. Commissioning will be performed by VAV and TEC for respective MEP systems. Record Item.

ZA03.

### **ZB. CONSTRUCTION CLOSEOUT**

--- 05/14/21 ZB01. The Contractor shall supervise and direct the work, using his best skill and attention. He shall be solely responsible for all construction means, methods, techniques, sequences and for coordinating all portions of the work under the Contract. Record Item.

--- 05/14/21 ZB02. The Contractor shall carefully check his own work and that of Subcontractors as the work is being performed. Unsatisfactory work shall be corrected immediately. Record Item.

--- 05/14/21 ZB03. During the finishing stages of each phase of the project, the Contractor shall make frequent inspections with Subcontractors and the Architect so as to progressively check for and correct faulty work. Record Item.



- 05/14/21 ZB04. As stipulated by the General and Supplementary Conditions, when the Contractor determines that he is substantially complete with a phase, that he has less than one percent of his contract remaining to be completed for that phase and the area has received an occupancy permit, he shall prepare for submission to the Architect. Record Item.
- 05/14/21 ZB04.1 A list of items to be completed or corrected. Record Item.
- 05/14/21 ZB04.2 All special warranties required by the contract documents. Record Item.
- 05/14/21 ZB04.3 All permits and certificates required by law for the Owner's full use and occupancy. Record Item.
- 05/14/21 ZB05. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all work in accordance with the Contract Documents. Refer to the General and Supplementary Conditions. Record Item.
- 05/14/21 ZB06. Upon receipt of the Contractor's list of items to be completed or corrected, the Architect will promptly make a thorough inspection and prepare a "punch list" setting forth in accurate detail any items on the Contractor's list and additional items that are not acceptable.
- When the Architect on the basis of an inspection determines that the work or designated portion thereof is substantially complete and the other conditions met, the Architect will prepare a Certificate of Substantial Completion in accordance with the Supplementary General Conditions. Record Item.
- 05/14/21 ZB07. Guarantees: The work under this contract, except as expressly excluded, and all of its subcontractors, severally and collectively, whether herein stipulated in each case or not, shall be guaranteed against faulty workmanship and/or material for a term of one year from date of acceptance of the work. The provisions of the guarantee and/or guarantees shall be incumbent on all parties of the work, including the General Contractor, each Subcontractor, all material supply houses and all manufacturers whose products and/or equipment is incorporated into the building. Record Item.
- 05/14/21 ZB07.1 Warranty periods for the work and equipment does not begin until Substantial Completion is attained. Record Item.
- 05/14/21 ZB08. When the "punch list" has been prepared, the Architect will arrange a meeting with the Contractor and Subcontractor to identify and explain all "punch list" items and answer questions on the work which must be done before final acceptance. Record Item.

--- 05/14/21 ZB08.1 The General Contractor shall correct all “punch list” items or shall cause the correction of the punch list items listed with the Certificate of Substantial Completion within 60 calendar days of the date of Substantial Completion. Should the “punch list” not be completed within the specified time frame, the Owner may invoke the rights given under the General Conditions and Supplementary Conditions. Record Item.

--- 05/14/21 ZB09. Warranty Inspection: The General Contractor shall attend a warranty inspection meeting at the project site no less than (8) months and no more than (9) months after the Substantial Completion date(s). The General Contractor shall schedule this meeting prior to Substantial Completion and shall provide an appropriate warranty retainage or warranty bond to ensure compliance. Record Item.

ZB10.

## **ZZ. CONSTRUCTION PROGRESS**

ZZ01.

The next Job Meeting will be held **Wednesday, May 26, 2021 at 1:00 PM in the Engineering Conference Room at City Hall.**

The discussions of this meeting are recorded as understood by the writer, who should be notified of any omissions or corrections. Unless the writer is notified to the contrary, these notes are presumed to be correct.



Richard N. Rice  
DiNISCO DESIGN

RNR/meh

cc: Mayor Scott Galvin  
Tom Quinn, Building Commissioner  
Brian Gingras, Paul D'Amore, Building Inspectors  
Jay Corey, City Engineer  
Jay Duran, DPW Superintendent  
Donald Kenton, WFD  
George Poole, WFD  
Pat Saitta  
Dick Murphy  
Janet Bernardo  
Mary Hall  
Heather Audet  
Bill Brown  
Joe Strayer  
Jon Buhl  
Steven Belanger  
Rachel Blandford  
John Sousa  
Frank Stramaglia  
Semoon Oh  
Jared Humphreys  
Kevin Murphy  
Eric Ganz  
Scott Goodrich  
Chick Langone  
Anne Woodacre  
Bob Morel  
Ian McCallion  
Dan Aylward  
David Bacchiocchi

Enclosure: MBC Memo – OPM Responsibilities



**Building Consultants, Inc.**

**200 Sutton Street**

**North Andover, Ma 01845**

Items for review at WFD HQ preconstruction meeting scheduled for 5/14/21 with City Officials, DiNisco Design Partnership, (DDP) G&R construction and Municipal Building Consultants, Inc (MBC)

MBC Contact information:

Pat Saitta, President/Project Manager - O 978 686 5766 - C 978 423 7191

Dick Murphy, Field Representative C - 978 641 6764

Responsibilities:

- Observe and monitor construction operations: Refer any installation operations that are observed to differ from the contract documents to G&R's superintendent for resolution. Any Items not addressed in a timely fashion will be referred to DDP for further action.
- Review and maintain field copies of all "approved for construction" shop drawings and submittals. Field representative will be provided copies of same from G&R before any installation commences.
- Receive and review any Change order proposal and provide recommendations to DDP and the City for final decisions. G&R please provide a copy to both MBC PM and field representative.
- Receive and review project schedule and updates and provide recommendations to DDP and the City

- Receive and review G&R schedule of values and provide recommendations to DDP.
- Receive and review all payment requisitions and provide recommendations to DDP and the City. G&R please provide the “pencil copy” to both MBC PM and Field representative.
- Arrange required project testing services to be scheduled by G&R in conjunction with their field operations. Notice to be provided to MBC’s field representative 24 hours before service is required
- Field representative will periodically review payroll affidavits from all contractors on the project received by the City Purchasing Department and report any observed improprieties to G&R, DDP and the City for resolution
- Assist DDP and the City in the closeout phase of the project including punch list review and assembly of final documents.